

# Request for Letter of Clearance

(Form AL-E)

Please use this form to request any letter(s) of clearance. There is a \$5.00 fee for each clearance letter requested. A Letter of Clearance is to show that you have cancelled your license in Alabama and is typically used to apply for a resident license when you relocate to another state.

**NOTE: Once a Letter of Clearance is issued, you will no longer hold a license in this state.**

**Please include with this request a self addressed stamped envelope.**

**PLEASE PRINT OR TYPE: (ALL INFORMATION IS REQUIRED)**

Full Name: \_\_\_\_\_

National Producer #: \_\_\_\_\_ License #: A \_\_\_\_\_

State To Which You Will Be Relocating: \_\_\_\_\_

Number of Clearance Letters Requested: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

Date of Request: \_\_\_\_\_

Address to Send Clearance Letter(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

Make checks payable to: **COMMISSIONER OF INSURANCE, STATE OF ALABAMA**

Mail this request to: **ALABAMA DEPT OF INSURANCE  
PRODUCER LICENSING DIVISION  
P O BOX 303351  
MONTGOMERY, AL 36130-3351**